

DEPARTMENT OF CHARITABLE GAMING RAFFLE SALES REPORTING – (NON-BINGO)

When to use	All qualified organizations conducting a raffle within the Commonwealth must maintain a complete set of records of the raffle. Form 110 illustrates the information needed to document raffle activities.
Organization	Fill in the official name of the organization.
Prize To Be Awarded	Describe the prize(s) to be awarded.
Date of Raffle	Indicate the date(s) of the raffle.
Value of the Prize	Record the value of the prize. This is the actual price paid or fair market value of the prize. An invoice or other document verifying the fair market value should support the fair market value. Please note whether the prize has been donated.
Total No. of Tickets Printed	Enter the total number of tickets printed. The tickets must be pre-numbered and in consecutive order.
Column 1	Date – Record the date that tickets were issued to the seller.
Column 2	Begin Ticket # On Hand – Record the serial number of the first ticket issued.
Column 3	End Ticket # on Hand – Record the serial number of the next ticket on hand.
Column 4	Number of Tickets Issued (3 – 2) – Subtract Column 2 from Column 3 and enter the difference.
Column 5	Name of Seller – Print the name of the person to whom the tickets were issued for sale.
Column 6	Seller's Initials – The person to whom the tickets were issued acknowledges receipt of tickets by placing their initials in this column.
Column 7	Number of Tickets Returned – Record the number of unsold raffle tickets returned by the seller.
Column 8	Number of Tickets Sold (4 – 7) – Subtract the number of returned tickets (Column 7) from the number issued (Column 4).
Column 9	Ticket Price – Indicate the selling price per ticket.
Column 10	Expected Receipts (8 X 9) – Multiply Column 8 by Column 9 and place the result here.
Column 11	Actual Receipts – Record the actual amount of cash turned in by the seller.
Column 12	Initials of the Seller and Receiver – Both the seller and the person receiving the cash verify by agreement the amount of receipts turned in by placing their initials in this column.
Column 13	Cash/Over Short (10 – 11) – Subtract Column 11 from Column 10. If Column 11 is greater than Column 10, then there is an overage . If Column 10 is greater than Column 11, there is a (shortage) .

Column 14 **Date Receipts Turned In** – Enter the date the seller turned in the money for tickets sold.

Column 15 **Deposit Date** – Record the date the money was deposited.

NOTE: Raffle proceeds shall be deposited at least once every calendar week.

SAMPLE TICKET

No organization shall use raffle tickets independent of a bingo game unless they conform to the following construction standards:

1. Each ticket shall have a detachable section and shall be consecutively numbered.
2. Each section of a ticket shall bear the same number. The section retained by the organization shall provide space for the purchaser's name, complete address, and telephone number.
3. The following information shall be printed on the purchaser's section of each ticket:
 - a. Date(s) and time(s) of drawing(s);
 - b. Location(s) of the drawing(s);
 - c. Name of the charitable organization conducting the raffle;
 - d. Price of the ticket;
 - e. Department of Charitable Gaming permit or exemption number; and
 - f. Prize(s).

Purchaser Information		Prizes to be awarded	
Drawing Location		Price of ticket	
Name	<div>MAY DAY RAFFLE 1ST Prize - \$500 Cash 2nd Prize – 13 inch color TV 3rd Prize – 12-speed bicycle May 1, 2003 2:30 p.m. Anywhere Civic Center – 252 Main Street Anytown, VA <i>Sponsored by the Anytown Charitable Gaming Organization, Permit# 999999</i></div>	\$1.00	Date and Time of Drawing
Address			
City			
State			
Zip Code			
Phone #			
0001		0001	
Consecutive Number Matches Raffle Ticket		Consecutive Number Matches Ticket Stub	
		Organization Name and Permit Number	